



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**REQUEST FOR QUOTATION**

**PROCUREMENT OF COMMON USE SUPPLIES**

21 January 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **various common use office supplies**.

As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by their authorized representative not later than **4:00 P.M., 25 January 2021**.

The service providers/suppliers must also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number; and
3. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

**Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

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BAC Secretariat Head  
National Privacy Commission  
(02) 8234-2228 loc. 127



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**TECHNICAL SPECIFICATION**

Quantity (1)	Unit (lot)	Description/Specifications	Approved Budget of the Contract (Php 191,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
			Unit Price	Total	
		37 pack, NOTE PAD Stick On, 50mm x 76mm (2"x3') min			
		40 pack, NOTE PAD Stick On, 76mm x 100mm (3"x4') min			
		40 pack, NOTE PAD Stick On, 76mm x 76mm (3"x3') min			
		80 ream, PAPER, MULTICOPY, 80gsm, size 210mm x 297mm			
		80 ream, PAPER, MULTICOPY, 80gsm, size 216mm x 330mm			
		10 box, CLIP, BACKFOLD, all metal, claming 50mm (-1mm)			
		30 box, FASTENER, METAL, 70mm between progs			
		40 pack, MARKER, Flourescent, 3 assorted colors			
		4 piece, PUNCHER, paper heavy duty, with two hole			
		3 drum, DRUM CART, brother DR-3455			
		18 piece, STAPLER, standard type, load cap 200			
		7 cart, INK CART, EPSON C13T64100 (T6641), Black			
		7 cart, INK CART, EPSON C13T664200 (T6642), Cyan			
		7 cart, INK CART, EPSON C13T664300 (T6643), Magenta			
		7 cart, INK CART, EPSON C13T664400 (T6644), Yellow			
		55 piece, SIGN PEN, Black, liquid/gel inl. 0.5mm needle tip			
		99 piece, SIGN PEN, Blue, liquid/gel inl. 0.5mm needle tip			
		55 piece, SIGN PEN, Red, liquid/gel inl. 0.5mm needle tip			
		37 pack, TISSUE, Interfolded			
		16 piece, Mouse, Optical, USB, Wireless			
		25 piece, Flash Drive, 16GB			
		6 unit, External Hard drive, 1 TB			
		7 cart, Toner Cartridge, Brother TN-3478, Black			
<b>TOTAL</b>					

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.



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- III. Compliance must be stated by writing "Comply" to each requirement mentioned above.
- IV. Present the original Mayor's Permit upon the scheduled signing of Notice of Award for inspection.
- V. Acknowledgement of the Notice of Award shall be within five (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)